Scheduling a ROSS Import File run in ROSS

1. Go to isuite.nwcg.gov and then click on ROSS IMPORT link on the left side of the page.
2. Create a Report View of the Cognos Report I-Suite import file by clicking on the third icon in the group of icons on the right. If you hover the cursor over that icon you will see a tooltip "Create a Report View of this report - I-Suite Import File"
3. Click on "Select My Folders" to save the report view to your ROSS "My Folders"
4. Click on the "My Folders" tab and you should see the Report View you just created in your "My Folders"
5. Click on the "Schedule" Icon (third icon on the right; hover over it and make sure you are picking the right icon.)
6. It will bring up the schedule window. Set up whatever schedule you want: Daily, or even hourly between a specified timeframe.
7. Under Options, click on Override Default values
8. Uncheck HTML and check Delimited text (CSV) Under FORMATS
9. Click on Send a link to the report by email and then click on Edit the Options to the right of that checkbox.
10. Fill in your email address and make sure "Attach the report" is checked at the bottom.
11. Click on OK to return to the schedule setup screen.
12. Scroll down to the bottom of the screen and click on "Override the default values" under "Prompt values"
13. Click on "Set…"
14. The Incident Selection screen will come up. Enter enough Incident ID Information to uniquely identify your incident and click on the Filter button.
15. Depending on your browser settings you may have to click on the word Incident in the upper left again, and the select your incident and click on View Report.
16. Scroll to the bottom and click on OK and you should be returned to your "My Folders" page.
17. Your report should now run and be emailed to you on the schedule you specified.
18. When the file is emailed to you it will have a .csv extension. You will need to either save the file as a .xls file or, later, rename the file and change the .csv extension to a .xls extension. After you do that you can import the file into Isuite.
19. Don't forget to go in later and disable that schedule. It will keep running and keep emailing you until you turn it off.